

**BY ORDER OF THE COMMANDER
HEADQUARTERS 377TH AIR BASE WING (AFMC)
KIRTLAND AIR FORCE BASE,
NEW MEXICO 87117-5606**

**KAFB INSTRUCTION 21-101
16 DECEMBER 1994**

Maintenance



**TOOL CONTROL AND ACCOUNTABILITY
PROGRAM**

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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This instruction implements AF Policy Directive 21-1, Managing Aerospace Equipment Maintenance. It provides policy and guidance for implementing and maintaining a Tool Control and Accountability Program. It applies to 377th Air Base Wing and associate units and directs units working on or near the flightline to reduce the potential for foreign object damage (FOD) to critical assets through the control of tools. Units assigned to the 58 Special Operations Wing are exempt from this instruction. This instruction is to be used in conjunction with Air Force Material Command Instruction 21-107, Tool Control and Accountability Program.

1. Responsibilities.

1.1. Each unit using tools and equipment on a daily basis will appoint a unit, branch, or section Tool Control Manager.

1.2. The Tool Control Manager is responsible for implementing unit tool control procedures in conjunction with AFMCI 21-107, Tool Control and Accountability Program, and this instruction. Each unit will develop written guidance which includes, as a minimum, the following:

1.2.1. Procedures for developing and maintaining Tool Kit Custody Receipt Listing (TKCRL) for each kit and tool room.

1.2.2. Procedures for control of limited amounts of consumables to be kept in tool kits, i.e., safety wire, Teflon tape, electrical tape, etc. These items will be listed on the TKCRL along with maximum allowable quantities.

1.2.3. Procedures to identify all tools (using an alpha-numeric number) to a specific tool kit or tool room and organization. Include instructions on how tools not practical to mark because of the size or method of use will be controlled.

- 1.2.4. Procedures for issuing tools and equipment assigned to a tool crib, a method to ensure timely return of tools, and instructions on maintaining an audit trail for each tool issued.
- 1.2.5. Procedures for issue and receipt of tool kits and equipment during temporary duty (TDY).
- 1.2.6. Procedures for control and accountability of locally manufactured tools.
- 1.2.7. Procedures for lost tools in non-foreign object damage (FOD) critical areas.
- 1.2.8. Procedures for control of personal items such as wallets, watches, rings, etc. If authorized by the unit, personal items will be placed in a separate container or compartment marked "personal items" for the duration of the technician's shift.

2. Foreign Object Damage Critical Areas. For tool control purposes, FOD critical areas are defined as any area where individuals routinely perform maintenance on aircraft or aircraft components. All flight-line areas, taxiways, and aircraft maintenance facilities will be considered FOD critical areas. Each unit can expand FOD critical areas within their work environment to protect specific missions.

3. Non-Foreign Object Damage Critical Areas . Non-FOD critical areas are defined as all other areas where tools are used for maintenance purposes and unit management has determined that there is a low potential for foreign object damage.

4. Tool Control. Individual tool kits will be standardized by skill, task, work area or a combination thereof, that best suits the unit mission. Each kit type will be reviewed annually for content and verification that it contains the required amount of tools. This review must involve both management and front-line technicians to ensure all tools needed to perform the job are available. Kit type reviews will be forwarded to the maintenance officer or superintendent for approval of changes and then to the unit tool monitor for action.

5. Accountability. Supervisors are responsible for ensuring all kits assigned to them and each subordinate are inspected. Inspections will include verification of TKCRLs against kit contents, identification number of tools and serviceability of tools. Inspections will be documented on AFMC Form 309, Tool Inventory Log, and forwarded to the unit tool control manager. Inspections will be conducted:

- 5.1. At least every 90 days in FOD critical areas.
- 5.2. At least every 180 days in non-FOD critical areas.
- 5.3. At least every 365 days for Air Force Reserve personnel.
- 5.4. Upon mobilization prior to TDY and upon return from TDY.
- 5.5. Each permanently assigned kit will have a TKCRL signed by the technician reflecting the contents of the kit on file with the unit tool control manager and a copy with the tool kit. An additional copy or electronic file will be available to the supervisor for the purpose of inventory.

6. Lost Tool Procedures in FOD Critical Areas.

- 6.1. The person who checked out the tool or tool kit will conduct a thorough search for the missing item. Notify the workcenter supervisor or shift supervisor. If the item is not immediately located, the loss will be reported to the flight chief, branch chief, and maintenance supervisor. A lost tool report will be initiated using AFMC Form 310, Lost Tool Report.

6.2. If an item is lost on a piece of support equipment or another “off-equipment” item, the equipment will not be operated until the item is found or the workcenter supervisor determines the equipment is safe to operate. Notify the workcenter supervisor, flight chief, branch chief and maintenance supervisor.

6.3. If an item is lost on an aircraft and is not immediately found, place a red “X” in the aircraft's AFTO Form 781A, Maintenance Discrepancy and Work Document and report the loss to the team chief, expeditor or production supervisor, the Wing Operations Center (WOC), and maintenance supervision as soon as possible. The entry will describe the situation and restrict operations as necessary. If the item is found, the AFTO 781A may be cleared in accordance with Technical Order 00-20-1, Preventive Maintenance Program General Policy Requirements and Procedures. If the item is not found after an exhaustive search using techniques such as nondestructive inspection or X-ray, only an authorized individual will be the final authority for releasing the aircraft for flight by clearing the red “X” discrepancy in the forms. In every case, the WOC will be notified whenever this action is required.

6.4. AFMC Form 310 will be completed for each lost item. If the item was lost on an aircraft and not found, the form will be filed as part of the historical data for each affected aircraft. A duplicate copy of the form will be maintained by the workcenter supervisor. When items are lost and an aircraft is not involved, AFMC Form 310 will be kept on file by the workcenter supervisor.

6.5. If an item is discovered missing after the aircraft has left its parking position, Maintenance Control will notify the Supervisor of Flying (SOF). The SOF will determine if the aircraft should return.

7. Training . All personnel using tools in their daily job will review AFMCI 21-107, the unit tool control and accountability guidance and this instruction upon assignment to the unit and annually thereafter. This review will be documented according to the unit tool control and accountability guidance.

8. Forms Prescribed.

8.1. AFMC Form 309, Tool Inventory Log.

8.2. AFMC Form 310, Lost Tool Report.

8.3. AFTO Form 781A, Maintenance Discrepancy and Work Document.

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